

PERSONAL DATA PROCESSING PROCEDURE

The purpose of this documentation is in the terms of the company GM Chem, s.r.o.. /hereinafter referred to as the company/ in accordance with Act no. 18/2018 Coll. On the protection of personal data in information systems containing personal data /hereinafter referred to as the information system/:

a/ establish the rights and obligations of natural persons when providing personal data to the information system and the rights, obligations and responsibilities of authorized persons who participate in the processing of personal data, or come into contact with personal data,

b/ establish the rights and obligations of employees who operate the information system used in the company.

The goal of this documentation is to protect persons providing data to the information system so that their personal data is used only for the purposes for which the person provided it, either by law or voluntarily.

1. GENERAL OBLIGATIONS OF THE OPERATOR (§ 31 ZOOÚ)

As an operator, our company undertakes to comply with the following general obligations:

a) With regard to the nature, scope and purpose of processing personal data and risks of varying probability and severity for the rights of natural persons, we undertake to take appropriate technical and organizational measures to ensure and demonstrate that the processing of personal data is carried out in accordance with the GDPR.

b) We will update the mentioned measures as necessary.

c) We regularly check the duration of the purpose of processing personal data and, after it is fulfilled, ensure the deletion of personal data without unnecessary delay

d) Our company maintains confidentiality about the personal data it processes. The obligation of confidentiality continues even after the processing of personal data has ended.

2. SPECIFICALLY DESIGNED AND STANDARD PROTECTION OF PERSONAL DATA (§ 32 ZOOÚ)

Before processing personal data, our company undertakes to introduce and during the processing of personal data to have in place a specifically designed protection of personal data, which consists in the adoption of appropriate technical and organizational measures, for example in the form of pseudonymization, for the effective introduction of adequate guarantees of personal data protection and compliance with basic principles according to § 6 to 12, ZOOÚ.

Our company undertakes to implement standard personal data protection, which consists in adopting appropriate technical and organizational measures to ensure the processing of personal data only for a specific purpose, minimizing the amount of personal data obtained and the scope of their processing, the retention period and availability of personal data. Our

company will ensure that personal data is not accessible by default to an unlimited number of natural persons without the intervention of a natural person.

3. RIGHTS OF THE PERSON CONCERNED

The obligations of the operator in exercising the rights of the affected person are regulated by § 29 of the ZOOÚ. Restrictions on the rights of the person concerned, according to § 30 ZOOÚ.

The rights of the affected person are regulated by § 19 - § 28 ZOOÚ and our company undertakes to comply with them.

These are, for example, the following rights:

- a) The person concerned has the right to obtain confirmation from the operator as to whether personal data relating to him or her are being processed.
- b) The person concerned has the right to be informed about adequate guarantees regarding the transfer according to § 48 par. 2 to 4, if personal data is transferred to a third country or an international organization.
- c) The operator is obliged to provide the affected person with his/her personal data that he/she is processing.
- d) The person concerned has the right to have the operator correct incorrect personal data concerning him without undue delay. Taking into account the purpose of personal data processing, the data subject has the right to supplement incomplete personal data.
- e) The person concerned has the right to have the operator delete personal data concerning him without undue delay.
- f) The affected person has the right to have the operator limit the processing of personal data
- g) The person concerned has the right to obtain personal data concerning him and which he provided to the operator
- h) The person concerned has the right to object to the processing of personal data
- i) The person concerned has the right not to be subject to a decision that is based exclusively on the automated processing of personal data, including profiling, and which has legal effects that concern him or similarly significantly affect him.

4. CONDITIONS OF CONSENT TO THE PROCESSING OF PERSONAL DATA

The company will ensure that the following conditions are met when the person concerned expresses consent

- consent to the processing of personal data must be expressed freely, concretely, in an informed manner and with a clear expression of will - employees for the purpose of processing wages give their consent automatically when signing the employment contract.

5. PROCESSING OF SPECIAL CATEGORIES OF PERSONAL DATA

Our company does not process special categories of personal data. Special categories of personal data are data that reveal racial or ethnic origin, political opinions, religious beliefs, philosophical beliefs, trade union membership, genetic data, biometric data, health data or data related to the sex life or sexual orientation of a natural person .

6. NOTIFICATION OF PERSONAL DATA PROTECTION BREACH TO THE SUPERVISORY AUTHORITY

In the event of a breach of personal data protection, our company will notify the supervisory authority of the breach of personal data protection without undue delay and, if possible, no later than 72 hours after becoming aware of this fact.

If the notification has not been submitted to the supervisory authority within 72 hours, the justification for the delay shall be attached to it.

In the event of a breach of personal data protection, which is likely to lead to a high risk for the rights and freedoms of natural persons, our company will notify the affected person of the breach of personal data protection without undue delay.

7. DISCLOSURE OF PERSONAL INFORMATION AND CONFIDENTIALITY

Our company does not publish personal data. Employees and collaborators who process personal data are obliged to maintain confidentiality even after the termination of the contractual relationship with our company.

8. TRANSFER OF PERSONAL DATA TO A THIRD COUNTRY OR AN INTERNATIONAL ORGANIZATION

The transfer of personal data that is processed or is intended for processing after transfer to a third country or international organization can only take place if the operator and intermediary comply with the conditions, including the conditions for the subsequent transfer of personal data from the third country in question or from the international organization in question to another third country or other international organization.

The Office for the Protection of Personal Data publishes on its website a list of third countries, territories and designated sectors in a given third country and international organizations in the case of which the European Commission has decided that an adequate level of protection is guaranteed in them or that an adequate level of protection has ceased to be guaranteed.

Our company will monitor this list regularly and in the event that it transfers personal data to countries outside the list of the Office for Personal Data Protection, it will proceed according to Section 47 - Section 51 of the Personal Data Protection Act.

9. INFORMATION AND EXERCISE OF RIGHTS

In case of exercising your rights, you can contact us at any time at:

o Address: Kutlíkova 17, 852 50 Bratislava

o By e-mail: sales@gmchem.eu

We undertake to respond to your request within 60 days free of charge. In the case of a repeated request, we are entitled to charge an administrative fee.